Frequently Asked Questions

Employee Self Service

Time Management

What are the deadlines for entering my time off in Employee Self Service?

There are no university-wide deadlines set for when staff should have their time off entered into Employee Self Service. These deadlines are determined by individual units and departments.

Official Time Due Dates are scheduled for each pay period. However these dates specify when Unit Time Administrators and/or Supervisors must have all of their staff time approved (i.e., these dates are not deadlines for individual employees to enter their time). The Time Due Dates are posted on the Payroll Schedules on the Controller’s Office website.

Deadlines or specific dates, prior to the Time Due Dates, for when staff should have their time entered into Employee Self Service is determined internally within units and may vary. Employees should contact their Unit Time Administrator or Supervisor to discuss appropriate deadlines for entering time off.

Why am I getting an error that says, “Time Entry of MM/DD/YYYY is outside the allowable entry period?”

In Employee Self Service (ESS), employees can only enter absences up to two weeks in the past/future for biweekly paid employees and up to one month in the past/future for monthly paid employees. Entries falling outside those date ranges need to be handled by your Unit Time Administrator.

How do I look up my vacation service months?

You can view your Vacation Service Months on your earnings statement in the Quota Overview section. This information is also available in Employee Self Service (ESS). In the ESS tab of the EBS Portal, click on Time Management then select the "Time Usage and Quota Balance" link.

How do I view my current vacation and sick accruals and balances?

You may look up this information in ESS Time Management, in two ways:
1. Click the Quota Overview link, or
2. For more detailed information, you can use the Time Usage and Quota Balance Report link.

I forgot to enter my vacation, personal, and/or sick time for the last pay period. How do I enter the absences?

If you are entering absences, you may use the Record/Display Time Data link in Employee Self Service (ESS) and scroll back to the appropriate week. However, if more than one pay period has passed, you will need to contact your department Unit Time Administrator to record the hours.
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If I take time off after the payroll cutoff date, how do I report my time?
If you have an unexpected absence after the payroll time submission deadline, you should go back into the system and enter the time off on the appropriate date. Quota balances will be adjusted appropriately after being approved and time evaluation runs (a nightly process). If time has been entered after the cutoff date, it will not display on your current earnings statement. Adjustments will be reflected on your next pay statement. Quota balances are viewable through Employee Self Service.

How do I look up the hours that I have worked?
Log into the EBS Portal by clicking the EBS Login button at the top of the EBS Support web site. Log in with your MSU NetID and password. Click on your Employee Self Service (ESS) tab, then click on Time Management. In the Time Management area, select the "Record/Display Time Data" link. Here you have the ability to see your hours worked in weekly or daily view.

How do I get paid for my compensatory time?
If you have comp time and need a payout, the procedure has not changed. You will need to submit a Special Payment Authorization Form for the payout.

Can I enter my own compensatory time?
If an employee has a compensatory time balance, Compensatory Time Taken (attendance code 2980) may be entered by the employee through Employee Self-Service. However, Compensatory Time Earned must be entered in Multiple Employee Time Entry by a manager, Time Entry Specialist or Unit Time Administrator.

I have sufficient quota time. Why am I unable to enter an absence?
You may be in the incorrect work schedule. Entering an absence on a day with no scheduled hours is not allowed.

Do executive managers, faculty and academic staff need to enter absences, such as vacation time taken, in ESS?
No. Executive management, faculty, and academic staff do not use the new system for absence reporting in Employee Self Service (ESS).

How do I enter my absences and working time?
To report your time, navigate to the Time Management area of Employee Self Service (ESS).
1. Click the Record/Display Time Data link.
2. The time entry window opens. Select the absence type from the drop-down list and enter the number of hours in the cell for the correct date.
3. Repeat for any additional absence types.
4. Click the Review button to check for errors, then click the Save button to save the time entry. After saving, your time data is automatically sent to your supervisor for approval.